

The New Hampshire Certified Local Government Program

**Certified Local Government
Grant Application Manual
2005**

New Hampshire Department of Cultural Resources
Division of Historical Resources
October 2004

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INTRODUCTION

CERTIFIED LOCAL GOVERNMENTS

The Certified Local Government (CLG) program is designed to provide an opportunity for local governments to become more directly involved in identifying, evaluating, protecting, promoting and enhancing the educational economic value of local properties of historic, architectural and archeological significance. Created by the 1980 amendments to the National Historic Preservation Act, the CLG program requires that the Division of Historical Resources (DHR) designate at least 10 percent of its annual Historic Preservation Fund allocation from the Department of the Interior to local governments that have become Certified Local Governments.

A local government wishing to become a CLG must fulfill certain requirements indicating its commitment to local preservation. One requirement is establishing a historic preservation review commission, which may be either a historic district commission, or a heritage commission with historic district responsibilities. The local government appoints to the commission professional and lay members with varied expertise and interest related to historic preservation, and “shall take into consideration the appointee’s demonstrated interest and ability to understand, appreciate and promote the purposes of the...commission.”

In addition to its other responsibilities, the historic district or heritage commission serves as an advisory body to the municipal government and to the land use boards (planning board, Zoning Board of Adjustment, and conservation commission). In that role, it becomes the coordinating body for municipal preservation activities. It prepares reports on National Register of Historic Places nominations, for *all* properties within the community (not just those within a historic district), sponsors public information programs on historic preservation, and prepares applications for matching grants from the CLG share of the state’s annual Historic Preservation Fund allocation, if the community chooses to apply for grant funds. The DHR provides training for the CLG commission on its CLG responsibilities and on preservation topics in general.

The entire municipality, and not the Historic District or Heritage Commission alone, is designated as a “Certified Local Government.” After certification, ongoing technical assistance is available from the DHR to help the community and the historic district (or heritage) commission conduct historic preservation projects, address preservation issues and opportunities, and resolve concerns relating to federally-assisted activities that may affect historic properties.

The matching grants available to municipalities that have become Certified Local Governments can be used to fund community preservation activities such as survey, National Register, preservation planning and educational projects. In some years, grants are also available for architectural plans and specifications, engineering reports, and even “bricks and mortar” work on National Register properties.

“The Certified Local Government for New Hampshire” describes the program in detail. For further information, call or write: Certified Local Government Program, New Hampshire Division of Historical Resources, 19 Pillsbury Street, Concord, NH 03301-3570 Phone: (603) 271-3559.

PREFACE

Please read this entire handbook carefully before completing the grant application. Submission of an application for a grant constitutes a declaration that the applicant is familiar with the terms of the grant program and the procedures set forth in this handbook. In addition, Certified Local Government grantees must adhere to the requirements listed in “The Certified Local Government Program for New Hampshire” appended at the end of this booklet.

If your project is selected, you will use this handbook during the course of the project.

This handbook contains the most recent requirements and policies as set forth by the National Park Service, Department of the Interior, the federal grantor agency. It is complete as of the date of printing, but because requirements and policies change, the DHR does not accept responsibility for any such changes which are not incorporated into this handbook. The DHR will notify grant applicants and subgrantees of any changes which may affect their project.

2005 CLG GRANT PROGRAM CYCLE

October 2004	CLGs notified of availability of funds and application deadline.
Jan. 14, 2005	Deadline for submission for CLG grant applications to N.H. Division of Historical Resources. Applications must be postmarked no later than January 12th, or hand-delivered no later than 4:00 p.m. on January 14th Do not FAX applications.
Jan. 17-31, 2005	Review of grant applications by the DHR and the N.H. State Historical Resources Council. Projects selected and grants awarded.
February	Notification to each grant applicant of results of the grant application review. Meetings with all applicants whose projects have been chosen to discuss program requirements and refine scope of work, budget and schedule for Grant Agreement.
April 30	Estimated date for projects to begin. Ongoing periodic meetings with DHR staff to review project progress as defined in Grant Agreement.
September 30, 2006	All projects must be complete by this date or before, as defined in Grant Agreement. All related documentation and billing must be received by the Division of Historical Resources prior to Dec. 1, 2006.

ELIGIBLE PROJECTS

CLGs may apply for survey, National Register of Historic Places nomination, preservation planning, and/or preservation awareness and education projects. The appropriate Secretary of the Interior's Standards for survey, National Register, and planning apply to all grant projects. Copies of the standards are available upon request. CLGs may also apply for pre-development and development projects. An explanation of the priorities for funding projects is contained in the section **GRANT SELECTION CRITERIA**. **All projects must include a public education component.**

Priority I Projects

SURVEY projects must conform to the procedures and requirements of the State Historical Resources Survey, as appropriate. The survey identifies those buildings, structures, sites, complexes and districts which are significant in NH's history and pre-history. Depending upon the extent of survey required in the community, it may be advisable to phase the survey over more than one year. For assistance in designing a survey project, the applicant should contact the DHR in advance of preparing the grant application. Survey projects are eligible for 100% CLG grant funding.

NATIONAL REGISTER projects, to be most cost-effective, should be for historic districts and/or multiple property nominations identified by the CLG commission, along with the DHR, as being eligible for the National Register of Historic Places. Historic districts are a group of properties, related historically or architecturally, and physically grouped. Multiple property listings are those properties which are linked by a common property type or association such as historic agricultural properties (farms), bridges, mills, etc. Nominations for individual properties are also eligible. The National Register coordinator at the DHR can assist in designing these projects, which are eligible for 100% CLG funding.

PRESERVATION PLANNING must be in cooperation with the New Hampshire Historic Preservation Plan, the statewide preservation planning process. As part of this process, the DHR has described the important themes in New Hampshire's history and pre-history, and the property types associated with them. Through the survey and National Register process, and applying the information from the themes and sub-themes, a community can identify and evaluate its significant properties and establish goals and priorities for their continued use and protection. This information should be integrated into the community's land planning documents and conservation efforts. The DHR can assist any applicant for a planning project. These projects are eligible for 60% CLG grant funding.

PUBLIC AWARENESS AND EDUCATION projects inform the general public about the value of historic preservation. Every CLG grant project must contain a public awareness and education component, but a CLG may apply for a grant to do **ONLY** a public awareness and education project. This is an excellent way to publicize the workings of the CLG commission. The DHR has materials available, and encourages the CLG to sponsor its own programs, brochures and newspaper articles. Special events in May for “National Historic Preservation Week” can be eligible for funding, as are activities promoting “Heritage Tourism”. Training CLG commission members and staff of the municipality working with the commission, are eligible for funding. Contact the DHR for clarification on allowable costs. These projects are eligible for 60% CLG grant funding.

Priority II Projects

PRE-DEVELOPMENT projects plan for the work necessary to carry out construction work. Architectural plans and specifications, historic structures reports, engineering studies, archeological testing and feasibility studies are types of pre-development work. (An historic structures report analyzes the property, establishes preservation priorities and a schedule to accomplish them.)

To be eligible to apply for a CLG grant for a pre-development project, the project must be for a property or properties – listed in the National Register of Historic Places. The project work must provide information necessary to carry out a development project that will meet “The Secretary’s Standards for the Treatment of Historic Properties.” (The Standards follow the next section on “Development Projects”). The level of information produced by the proposed pre-development project should be determined by the needs of the property. Nevertheless, the products produced by the pre-development grant project must clearly be consistent with the Standards.

Pre-development projects will be funded on a 50% matching basis, or up to 60% if enough CLG funds are available.

Priority III Projects

DEVELOPMENT projects are actual “bricks and mortar” construction work. To be eligible to apply for a CLG grant for a development project:

- 1) The project must be for a property that is listed in the National Register.
- 2) The property must be owned by the municipality.
- 3) The property must be open to the public.
- 4) The property must be accessible to people with disabilities, or the project must include means to make the property accessible.
- 5) The project must conform to local and regional plans.

- 6) The project work must be for stabilization or restoration work which contributes to preserving the historic qualities and architectural features of the property which make it eligible for the National Register. New additions, code improvements, utility systems work, and most routine maintenance are ineligible for funding.
- 7) The project must meet “The Secretary of the Interior’s Standards for the Treatment of Historic Properties.” (See the following section on the Standards).
- 8) Most development project work will require architectural plans and specifications. They are not required before the CLG submits the grant application. However, if plans are available they should be submitted with the application to assist the DHR and the State Historical Resources Council (SHRC) in reviewing the proposed project.

The cost of architectural plans and specifications and on-site architectural supervision is an allowable cost for a development grant project and should be included in the budget on the application. However, costs incurred by the CLG prior to the award of the grant cannot be included in the grant project budget.

- 9) The CLG, in its Grant Agreement with the DHR for a development project grant, will agree to “assume the cost of continued maintenance and repair of the property so as to preserve the architectural, historical, or archeological integrity of the property for 5 years in order to protect those qualities that made the property eligible for listing in the National Register of Historic Places. Nothing in this agreement shall prohibit the subgrantee from seeking financial assistance from any source (including Historic Preservation Fund development grants) available to it.” Development projects will be funded on a 50% matching basis, or up to 60% if CLG funds are available.

ABOUT “THE SECRETARY’S STANDARDS”

The historic materials in buildings and structures listed on the National Register of Historic Places, like all materials, deteriorate over time; therefore, these properties require periodic work to preserve and protect their historic integrity. Properties that have not received adequate maintenance, and properties that have been unsympathetically altered or added to, require considerably more assistance to rehabilitate or restore them so that their historic and architectural integrity is preserved.

“The Secretary of the Interior’s Standards for the Treatment of Historic Properties” apply to all work undertaken on historic properties listed in the National Register of Historic Places. There are four Treatments, each with its own Standards. Choosing which treatment is appropriate for a particular property depends on the property’s historical significance, physical condition, proposed use, and intended interpretation. The two Treatments that are generally used the most often, and appropriate for most CLG projects, are **PRESERVATION** and **REHABILITATION**.

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property’s form as it has evolved over time. **REHABILITATION** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character. **RESTORATION** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **RECONSTRUCTION** re-creates vanished or non-surviving portions of a property for interpretive purposes.

Guidelines for selecting the appropriate Treatment, and the Standards for each of the four Treatments, are listed in a separate brochure appended to this manual.

GROUND DISTURBANCE AT DEVELOPMENT PROJECTS

Archaeological resources that are in the ground surrounding a historic building may yield important information about the history of the building or about the prehistoric use of the land. For example, an old well will often contain items that indicate the use of the building or the economic status of the occupants. A prehistoric Native American site indicating how past people lived in the area may be adjacent to a town hall. Any ground-disturbing project has the potential for disturbing or destroying archaeological resources. Foundation, drainage, and porch repairs or replacement are all examples of the kinds of projects that can impact archaeological resources.

The DHR will review all grant applications to determine if a proposal in a particular project location has the potential for impacting historic or prehistoric archaeological resources. In many cases, the existence of an archaeological site is not known but it can be reasonably predicted to exist. If in its review, the DHR is concerned about the possibility of disturbance of archaeological resources, the DHR will work with the CLG to find a cost-efficient solution that both preserves the archaeological resource and allows the project to proceed. The DHR may test a site to determine the existence of archaeological resources. The DHR may provide this service at no cost to the CLG. In some instances the DHR may determine that the CLG will need to hire a qualified consultant for an archaeological assessment. This cost can be included in the development project budget and is eligible for reimbursement along with other approved project costs. Many times an archaeological assessment reveals interesting information about the property that can be used for public education purposes.

MATCHING SHARE

Matching share refers to the applicant's contribution toward the total cost of the project. Cash contributions refer to the actual funds committed to the project by the applicant. These matching funds can be state or local funds, grants or fund-raising proceeds from private organizations, foundations, or individuals. **Federal funds cannot be used as matching share with the exception of TEA – 21 or Community Development Block Grant (CDBG) money.**

Donated services and equipment are allowable matching share when they directly benefit the project's objectives and are specifically identifiable. In other words, they are allowable only if the applicant would otherwise have to purchase them to accomplish the project. Donated services and equipment must be identifiable in project records as not donated by the federal government, not purchased with federal funds, and not included as donations comprising all or part of the share under any other federally assisted project.

All personnel expenses must be supported by time records that are signed by both the employee and the employee's supervisor. Such records must show the actual hours worked – by date – and the specific duties performed. Donated equipment and office space are often too difficult to document adequately to use as matching share. Equipment or office space donated to the project must not exceed the fair market rental value. Grant recipients must submit documentation of their basis for determining valuation of donated equipment and space, including proof of fair market value, with the grant application. Grant recipients must also maintain records to support their reimbursement claims as to the actual use of donated equipment. Please refer to the section on **Financial Documentation** further in this manual.

Volunteers can contribute to the success of a project if they are organized and supervised. Just as with donated services, volunteer services are allowable as matching share if the grantee would otherwise have to purchase the services to accomplish the project. The hourly rates must be consistent with those paid for similar work in the local labor market, and consultant rates may not exceed \$74.92 per hour. In most cases, volunteers performing work for which they are not trained or experienced, must use the minimum wage rate. Volunteer hours must be documented like donated services. A sample form for documenting volunteer hours – **“Value of Donated Labor”** – is included in the Appendix. Volunteer services usually are not part of pre-development or development projects. Please consult with the DHR if planning to use volunteer services for a CLG grant project.

ALLOWABILITY OF COSTS

All costs must directly relate to the accomplishment of the approved project. In general, the types of costs which are allowable include: accounting/auditing, advertising for consultants, communications such as telephone and postage, project consultants' fees, materials and supplies consumed by the project, mileage, personnel costs (including wages and fringe benefits), printing and reproduction. Any other costs are unallowable, unless specifically approved in writing by the DHR. The budget in the Assistance Agreement for the grant will list the approved costs. **All project costs must be incurred through proper Procurement Requirements (described further in this manual).**

PAYMENT PROCEDURES

Payments to the grant recipient will be made according to the payment schedule in the Grant Agreement. In general, grant payments are made on a reimbursement basis only. The final payment, which is generally 25% of the grant, is not made until the Completion Report is approved by the DHR. The DHR will provide the grant recipient with instructions for documenting project costs, which must meet federal standards and pass audit.

Single Audit Act of 1984

CLG grantees must comply with the Single Audit Act of 1984 and the requirements of Office of Management and Budget (OMB) Circular A-128 for State or Local governments. The CLG must make certain that a copy of its most recent audit is sent to the DHR.

GRANT SELECTION CRITERIA

The FY2005 program is based on responses to the DHR's annual public participation process, which have consistently emphasized four program areas for special attention: community planning, local surveys, National Register nominations, and public education/outreach (particularly Heritage Tourism).

In addition, the grant applications will be reviewed according to the consistency of the project with the state historic preservation planning process and the administrative capabilities of the applicant. Although it is the intent of the CLG program to distribute funds among all applicants, a grant application must score in both categories in order to be considered for funding. A description of the two categories of selection considerations and the ranking system follows:

Consistency with the State Historic Preservation Plan

As part of its statewide preservation planning process, the DHR has determined that public information and participation is the key to successful local preservation activities. The logical progression for a community to identify, evaluate and protect its resources is to inventory its historic resources, identify those eligible for the National Register of Historic Places, and prioritize their nomination to the National Register, and develop a preservation plan and/or incorporate planning for the resources into the municipal master plan. The preservation plan may include protection strategies such as local historic district or design control ordinances. Public information and education must be a part of any CLG grant project.

For communities whose Historic Sites and Structures Survey is incomplete, the first step is to conduct a survey to provide the municipality with an inventory of its historic resources. The DHR will assist the CLG in determining the level of survey needed if it is not complete. In some instances, the DHR will recommend phasing a survey over two or more seasons if resources are not available to complete it in one season.

Communities with complete surveys should, in general, nominate properties to the National Register of Historic Places which have been identified through the survey process, as being potentially eligible for the Register. The CLG commission assists in identifying National Register-eligible properties. Due to the limitation of funds available, nominations of historic districts or multiple properties are encouraged over those for individual properties.

Once the survey is complete and districts and/or multiple properties (those related by a common theme or property type) have been identified as eligible for nomination to the National Register, a community should proceed to nominate those properties and develop a preservation plan. The plan should address the protection of its properties of historic, architectural and archaeological significance. The New Hampshire Historic Preservation Plan, the statewide preservation planning process, will assist the community in planning for its own historic resources. The CLG may contact the DHR for additional information, if desired.

Occasionally, the progression from survey to National Register to preservation plan may not be the most practical way for a community to identify, evaluate and protect its historic resources. The DHR recognizes that certain factors such as an immediate threat to an area within the community, or to a certain type of historic resource, may determine that a preservation plan or National Register nomination is advisable even if the survey has not been completed. Nonetheless, the community will be asked to describe its reasons for applying for funding for an activity that is not in the recommended sequence, and demonstrate that the project will significantly contribute toward the community's ability to identify, evaluate and protect its historic and archaeological resources.

The DHR acknowledges that comprehensive survey, evaluation, registration, and protection of all categories of historic resources – standing structures and archaeological – are not realistic in the early stages of a community being a CLG. Archaeological resources require special planning, consideration, and education efforts. The DHR is working actively to develop realistic policies and tools for assisting communities in identifying and preserving its archaeological resources. As new information becomes available, the DHR will present it to the CLG. The DHR encourages CLGs to begin developing long-term plans to inventory and protect archaeological sites, both prehistoric and historic. Eligible sites should be nominated to the National Register. The CLG should adopt appropriate preservation methods such as fee-simple purchase, easements, and acquisition of development rights, and integrate them into other land planning and conservation efforts.

In any activity of the CLG commission, public information and education is an essential part. By providing information on historic preservation to the public, the CLG can stimulate an appreciation of the importance of local heritage. This can be accomplished through public meetings, a series of newspaper articles, printed materials assembled and distributed by the commission and visual presentations such as slide shows and video cassettes. The DHR can provide some technical assistance in planning for public awareness programs. The CLG may apply for grant funds for public information and education projects alone if that is the community's preservation priority.

Administrative Capabilities

The DHR acknowledges that federal reporting requirements passed on to grant recipients are often burdensome. Nonetheless, they are necessary for receipt of funds and the DHR's continued eligibility for annual Historic Preservation Fund appropriations.

Therefore, the qualifications and abilities of the applicant to meet federal and state fiscal and program management requirements will be considered. While it is not necessary for the CLG's project manager to have experience in administering federal grants, he or she should have demonstrated administrative capabilities and be assigned a reasonable amount of time to the project, through its completion and acceptance by the DHR. The project manager must be available during regular business hours, though, of course, not forty hours per week. The inability to manage a previous grant from the DHR or unresolved audit questions may be justification for rejecting the application.

Grant Application Review and Selection Process

1. Director and program managers review DHR's annual goals and priorities established in the preservation planning process and draft funding priorities and selection criteria for grant program.
2. Program manager prepares grant application materials.
3. All Certified Local Governments receive full application materials.
4. Program manager receives all applications, screening them for postmark dates and returning to the applicant any that do not meet the deadline. Program manager prepares list of applications.
5. Program manager reviews all applications for allowability and reasonableness of costs.
6. Applications are reviewed by the staff evaluation committee and are scored according to the selection criteria in the grant application materials. Budgets are reviewed for reasonability of costs. Program manager prepares list ranking projects according to scores.
7. Applications are reviewed by the New Hampshire State Historical Resources Council (SHRC). The SHRC may independently score the projects or may request the evaluation committee's findings.
8. Director sends letter to all applicants informing them whether or not their project has been selected, and listing the selected projects and their grant awards.
9. Meetings held with each grantee to review requirements and draft Grant Agreement. Program manager and other appropriate DHR staff participate.
10. Program manager completes Grant Agreement, forwards it to grantee for official signature

Grant Selection Criteria Ranking System

Each application will be scored according to the following rating system. While it is the intent to distribute funds to the maximum number of CLGs possible, funds will not be awarded to projects which do not meet the program goals and administrative requirements of the CLG grant program. The rating system will also prioritize projects in the event that funds requested exceed the amount available. Every attempt will be made to award the amount of funds necessary to accomplish individual project goals.

Top priority in the selection of projects and award of grant funds will be given to the **Priority I** projects of survey, National Register, preservation planning and public awareness and education. If the Division of Historical Resources is unable to award the available CLG funds to Priority I projects, it will next consider **Priority II** projects for pre-development work. As a last priority, if the full CLG set-aside is not entirely awarded to first or second priority projects, the Council will consider grant applications for **Priority III** development grant projects. A CLG may apply for a grant in more than one Priority category, assuming that it has the matching share and administrative capabilities to complete more than one project should they be selected.

SELECTION CRITERIA for Priority I Projects

CLG Location: _____ Project: _____ FY 2005

Points	Criteria
_____	1. The Project is related to Survey, National Register, Preservation Planning, or Information and Education
2	
_____	2. The program systematically addresses a measurable need. For example, the project starts or completes survey. If survey is complete National Register projects are started, or if Districts are nominated Preservation Planning is enhanced, and finally, educational projects raise public knowledge and support of historic preservation and have continued use or widespread applicability
0-2	
_____	3. The project is outside the recommended systematic sequence (Survey-National Register-Preservation Planning) but the applicant has demonstrated a compelling need, and the project will significantly contribute toward the community's ability to identify, evaluate or protect its historic and archeological resources.
0-2	
_____	4. The project has a planned and budgeted public awareness component.
0-2	
_____	5. The project scope, budget and schedule realistically reflect the ability to achieve the project goals, and produce a useful product.
0-2	
_____	The applicant has demonstrated financial and program management skills sufficient for the administration and completion of the project.
0-2	
_____	TOTAL POINTS-The maximum score is 10.

When Applications exceed funds available complete the following secondary selection Criteria:

_____	a. The project is innovative and productive
_____	b. The project utilizes a model approach
_____	c. The project leverages preservation benefits
_____	d. The CLG provides nonfederal match or supplements survey work
_____	e. The nonfederal match is more than 10% cash

_____	Total Bonus points
	TOTAL SCORE _____

SELECTION CRITERIA for Priority II Projects

CLG Location: _____

Project: _____ FY 2005

Points	Criteria
_____ 1-2	1. The project promotes the best long term use and preservation of the property.
_____ 1-2	2. The project preserves the historic and architectural features of the property that make it eligible for the National Register of Historic Places, and are in compliance with the Secretary of the Interior's Standards.
_____ 1-2	3. The project scope, budget and schedule are sufficient to achieve the project goals and will produce a useful product
_____ 1-2	4. The applicant has demonstrated financial and project management skills.
_____ 1	5. The applicant's matching share exceeds 40% of the total project cost.
_____ 	TOTAL POINTS-The maximum score is 9.

SELECTION CRITERIA for Priority III Projects

CLG Location: _____

Project: _____ FY 2005

Points	Criteria
_____ 1-2	1. The project preserves the historic and architectural features of the property that make it eligible for the National Register of Historic Places, and are in compliance with the Secretary of the Interior's Standards.
_____ 1-2	2. The project promotes the best long term use and preservation of the property.
_____ 1-2	3. The project scope, budget and schedule are sufficient to achieve the project goals and will result in a quality outcome.
_____ 1	4. The applicant has demonstrated financial and project management skills, which will be available to the project.
_____ 1	5. The applicant's matching share exceeds 40% of the total project cost.
_____ 1	6. The project is a model solution to a preservation problem.
_____ 	TOTAL SCORE (Maximum score is 9)

COMPLETING THE APPLICATION

The grant application is the basis for the decision-making process in allocating grant funds. Therefore, it is important that each question be answered completely and that the proposal is presented clearly. Because the source of the funds is federal, compliance with federal regulations, especially 43 CFR 12 (formerly Office of Management and Budget circular A-102) and Office of Management and Budget Circulars A-87 and A-128 are required. The DHR's approval of a grant application is subject to National Park Service approval. It is the DHR's intent to make applicants aware of these conditions before they submit a grant application. A separate grant application form for each of the three priority categories will be provided along with this handbook.

General Instructions

Section 1. Please enter the full name of the applicant, and full address and daytime telephone numbers. The contact person should be the one knowledgeable about the application.

Section 2. Provide a brief name for the project.

Section 3. Instructions are included on the application.

Section 4. Instructions are included on the application.

Section 5. Instructions are included on the application. Refer to the CLG grant handbook for descriptions of eligible projects and selection criteria. Who will do the project and who will benefit? What will be done and what products will result? Why is the project important?

Section 6. For **Priority 1** projects refer to the **GRANT SELECTION CRITERIA** section of the handbook to determine if this situation applies to your project application. DHR personnel can assist you further, if necessary.

Section 7. Instructions are included on the application.

Section 8. Provide a project budget. Include all cash costs, donated personnel, donated services, and volunteer service values. Fill in the application lines with appropriate amounts, rounded off to the nearest dollar. Include the rates for fringe benefits if personnel receive them.

Please refer to the section on Project Completion Reports further in this manual for definitions of allowable costs and documentation requirements. Any project costs that cannot be documented at an acceptable level will not be reimbursed.

Combine all categories for the "**TOTAL PROJECT COST**".

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The Grant Request is the total requested, and the matching share is that portion to be provided by the applicant. All project costs, including matching share, must meet procurement requirements. List the donor of all types of matching share, as applicable. For example, the applicant may be

the donor of a cash match whose source is a private foundation grant (name the foundation under “Source”). Or, a local business may be the donor of the support services such as word-processing.

The Chief Elected Local Official, or designee, must sign the application and attachments. The attachments are a Civil Rights Assurance and Debarment Certification. A Construction Program Assurance must also be signed for development project applications.

PROCUREMENT REQUIREMENTS

It is a federal regulation as stated in 43 CFR 12 that when public funds (this includes CLG grants) are involved in a project, all procurement transactions, regardless of whether competitive proposals or sealed bids, and without regard to dollar value, shall be conducted in a manner that provides open and free competition. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

The procurement regulations described in this section must be strictly followed. Any procurement (purchase) of services or goods must be performed according to the following regulations. If the CLG or its subcontractor(s) do not hire, contract or purchase according to these regulations, no grant funds can be paid to the project.

Please read this entire section, particularly “Procurement Documentation”.

Procurement must be made by one of the following methods:

- 1) Small purchase procedures
- 2) Competitive sealed bids (formal advertising)
- 3) Competitive negotiation
- 4) Noncompetitive proposal

In most instances, **grantees will use competitive negotiation and small purchase procedures.**

1) **Small Purchase Procedures** are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate not more than \$25,000. This method of procurement cannot be used for any procurement costing more than \$25,000. If the procurement **costs under \$25,000, prices or rate quotations should be obtained from at least three qualified sources and the lowest priced source should be chosen.**

2) In **Competitive Sealed Bids** (formal advertising), sealed bids are publicly solicited, and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price. This method of procurement is used for development projects.

- a. In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum, the following:
 1. A complete, adequate and realistic specification or purchase description is available.
 2. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.
 3. The procurement lends itself of a firm-fixed price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.
- b. When formal advertising is used for a procurement under a grant, the following requirements shall apply:
 1. A sufficient time prior to the date set for opening of bids (20-30 calendar days), bids shall be solicited from an adequate number of known suppliers. In addition, invitations must be publicly advertised.
 2. The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.
 3. All bids shall be opened publicly at the time and place stated in the invitation for bids.
 4. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specific in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest.
 5. Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

3) In **Competitive Negotiation**, proposals are requested from a number of sources and the Request for Proposal is publicized, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. It is generally the method used to hire consultants for CLG grant projects. If competitive negotiation is used for a procurement under a grant, the following requirements shall apply:

- a. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.

- b. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
- c. Award may be made to the responsible offer or whose proposal will be most advantageous to the procuring party, price and other factors -- such as the capabilities, skill and technical knowledge required to complete the project – considered. The most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Unsuccessful offerors should be notified promptly.

The DHR will provide guidance to the grantee in preparing the Request for Proposal. At the minimum it must be reviewed and approved by the DHR in advance of its publication.

- 3) **Noncompetitive Proposals** is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It is rarely approved for this grant program. Noncompetitive proposals may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. A contractor's past performance or the recitation of an administratively imposed deadline is insufficient reason to justify noncompetitive procurement. Noncompetitive proposals must be approved in advance by the DHR, which must request approval from the National Park Service. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:
 - a. The item is only available from a single source.
 - b. After solicitation of a number of sources, competition is determined inadequate.

Contract Pricing

The cost-plus-a-percentage-of-cost and percentage-of-construction-cost method of contracting or purchasing shall not be used under any circumstances including costs connected with any contract modifications. The type of contracts which are allowable include cost reimbursement contracts, firm-fixed-price contracts, fixed-price incentive contracts, or cost-plus-a-fixed-fee contracts.

Selection Procedures

Solicitation of offers, whether by competitive sealed bids or competitive negotiation, shall:

- 1. Incorporate a clear and accurate description of the technical requirements for the materials, product or service to be procured. Such description shall not, in competitive procurement, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define

the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.

2. All contracts in excess of \$10,000 shall contain suitable provisions for termination by the sub-grantee, including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded in excess of \$10,000 shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11374, and as supplemented in Department of Labor regulations (41 CFR Part 60).
4. Notice of awarding agency requirements and regulations pertaining to reporting.
5. Notice of National Park Service requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of NPS requirements and regulations pertaining to copyrights and rights in data.
6. Access by the DHR, the subgrantee, the National Park Service, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
7. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. If an audit, litigation, or other action involving the records is started before the end of the 3-year period, the records must be retained until all issues arising out of the action are resolved or until the end of the 3-year period, whichever is later.
8. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-165).

The National Historic Preservation Act does not require compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7). However, this does not exempt projects where other federal funds are involved, and it is the CLG's responsibility to comply with the terms of the Davis-Bacon Act in those cases.

Procurement Documentation

After any project contract is awarded, the following information must be sent to the DHR to satisfy Federal audit procedures:

1. A copy of the Request for Proposal or solicitation for bids, whichever is appropriate (the DHR must review and approve all RFPs in advance of their publication),
2. A description of the methods of publicizing the solicitations, including dates and places of publication and posting, and the list of consultants/suppliers to whom the RFP was directly sent.
3. Copies of the responses received, or a summary of the responses.
4. Method and justification of contractor selection.
5. Justification of the use of negotiation (if used),
6. Copy of the signed and dated contract(s).

GRANT AGREEMENT

The Grant Agreement will be prepared and executed by the DHR after the grant has been awarded and the terms of the Agreement discussed by the CLG coordinator and DHR staff. This is essentially a contract between the CLG and the DHR that provides for the work to be performed as specified in the Agreement, and that the CLG will abide by the stated requirements of the grant program. In return, the DHR will make payments to the CLG in accordance with the payment provisions in the agreement. A sample of a typical Assistance Agreement for a project that is not a pre-development or development project is appended to this manual.

PROJECT PUBLICITY

The Division of Historical Resources and the National Park Service, Department of the Interior must be credited in any newspaper, radio, television, or other media publicity and in any program or publication of the project being funded. In publications, film or video presentations funded with grant monies, the following must be included:

“The activity that is the subject of this (type of presentation) has been financed in part with federal funds from the National Park Service, Department of the Interior, through the New Hampshire Division of Historical Resources. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.”

Please note that only relevant portions of the required statement need to be applied and should be used as appropriate depending on the content of the publication. For example, if there are no commercial products then that part of the statement can be omitted.

In addition, the following statement must also be included:

“This program receives federal funds from the National Park Service. Regulations of the US Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age, or disability. The State of New Hampshire (under RSA 275 and RSA 354-a) prohibits discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability or national origin. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.”

INTERIM PROJECT REPORT AND FINAL PROJECT REPORT

Interim – or progress – reports and a final project report allow the DHR to evaluate the project's progress, and to verify that expenses incurred in the project are allowable, necessary and reasonable. The Grant Agreement specifies the submittal dates and report contents for each report. Reimbursement cannot be made until all required information has been submitted to the DHR for review and approval. Reimbursement for the project will be expedited if the report is organized properly, and contains all of the necessary information.

All allowable project costs must be documented at a level acceptable to the DHR and auditors who review the DHR's subgrants. Costs are eligible only if they appear in the Grant Agreement budget or are approved in writing by the DHR in advance of the expenditure. **Copies of invoices and proof of payment for all project expenditures must be submitted.**

Financial Documentation

The following paragraphs will briefly explain the general level of documentation required for each budget item.

CLG Personnel – All employee time which is being charged to the project must be documented on the employer's regular time sheets. Time sheets must be recorded on a daily basis and include a brief description of work performed that is identifiable to the grant project and separate from other non-grant work performed. (For example, "Consulted with DHR staff on XX" is acceptable; "Grant activities" is not.) time sheets must be signed by the employee and the employee's supervisor. The CLG's financial office should provide a statement of each employee's hourly wage, benefits and what the fringe benefit rate is based upon. For salaried employees, it is not necessary to submit copies of cancelled checks as proof of payment. However, for non-salaried employees who are paid by contract or invoice, copies of cancelled checks must be provided, or invoices must indicate payment date & check number.

Donated Services – are allowable matching share when they are performed for approved project work only, and not included in contributions for any other federally assisted program. Documentation for donated services is the same as "CLG Personnel" above. If the CLG's personnel are part of the project budget, but are not being paid from any of the grant funds, then their services are considered "donated." Donated services can also come from other sources, if the person is being paid by another organization, but performing approved project work for the CLG. For instance, a newspaper might donate the services of its personnel to help design a brochure, or a business might donate word-processing services.

Volunteer Services – are the unpaid services of persons performing approved project work. The hourly rate is determined by task and must be consistent with that paid for the same or similar work in the local labor market. Rates are approved before the Grant Agreement is executed. In general, volunteers performing a skill for which they are not trained, will only be able to charge the minimum wage rate for their volunteered time. Volunteers must record their hours on a daily basis, being specific about the work performed. Both the volunteer and project supervisor must

sign the time sheet. The “Value of Donated Labor Time Sheet” appended to this manual can be used for this purpose.

Contractual – Copies of contracts executed between the CLG and all consultants and contractors must be submitted at the time they are signed. To document costs, submit copies of itemized bills indicating payment date & check number. Reimbursement cannot exceed \$74.92 per hour. Lump sum contracts are acceptable.

Travel – Submit documentation supporting travel expenditures. Documentation should include date of travel, purpose of trip, destination and total mileage. The maximum reimbursement for travel is not to exceed the current Federal approved rate for travel which is \$.36 per mile.

Supplies – Submit documentation supporting expenditures for supplies, including receipted invoices.

Donated Equipment – Donated equipment and office space are often too difficult to document adequately to use as matching share. The CLG may contact the State Department of Transportation or University of New Hampshire for information on their equipment use rates. Donated equipment or office space cannot be provided by the federal government, nor donated as part of any other federally assisted project. The donation cannot exceed the fair market rental value. The CLG must submit documentation of its basis for determining valuation, including proof of fair market rental value, the age of equipment, source of purchase and actual use of equipment and/or office space.

Telephone – Submit copies of telephone bills and highlight costs included as part of the project. Total the claimed costs & include receipted invoice.

Printing – Submit documentation supporting expenditures for photocopying and photo processing costs. Include proof of payment.

Other – Include proof of payment and invoices for expenses not included in the other sections.